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TO: CSD Regional Administrators
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SUBJECT: **UPDATE I – CITIZENSHIP AND IDENTITY
              REQUIREMENTS**

Background:

The Department issued a memo dated July 3, 2006, with information about the new Citizenship verification requirements under the 2005 Deficit Reduction Act (DRA). This provided information and procedures for staff handling Medicaid applications and reviews received on or after July 1, 2006. This memo is to advise staff of updates since the July 3, 2006 memo.

Website:

The Health and Recovery Services Administration (HRSA) has developed a citizenship and identity requirements website at http://fortress.wa.gov/dshs/maa/eligibility/citizenship/.

For your convenience, you can go the website to obtain previously issued documents, such as:
- Memos and other information previously distributed to CSO/HCS/MEDS staff on this subject;
- Forms developed specifically for this requirement; and
- Common Questions and Answers.

Exemptions:

Certain populations are exempt from the DRA requirements:
- SSI Recipients
- Medicare recipients
- Undocumented or other non-citizen clients (legal non-citizens are currently required to provide verification)
- Newborn children receiving medical benefits under the F05 program

Example:

An elderly (age 67) client applies for SSI-related medical. She self-declares on the application she is a citizen. Her only income, Social Security, is under the Medicaid (S02) and Medicare Savings Program QMB (S03) program standards. The worker checks SOLQ and verifies she receives Medicare. Because she receives Medicare, she does not have to provide any additional documentation of her citizenship. The citizenship verification fields on the DEM2 screens should be updated to reflect the verifications provided by the client and staff does not need to enter a T1-T4 valid value.

Special Processing Instructions for Pregnant Women:

Applications from pregnant women will not be denied or pended if the only missing verification is verification of citizenship or a signed 13-789 *Citizenship Documentation and Identity Declaration* form. In situations where it is necessary to pend a pregnancy medical application for income or other verifications, staff should also request citizenship verification in the pend letter. However, as long as the client is otherwise eligible, failure to provide this citizenship verification or the DSHS 13-789, will not result in the case being denied. Staff should use the "OT – other" valid value code in the citizenship verification field on the DEM2 when no citizenship documentation has been provided.

Examples:

A pregnant woman mails in her application for medical. The CSO sends a letter for both income verification and completion of the Citizenship Declaration form. She returns the

income verification but fails to include the Citizenship Declaration. As long as the client is otherwise eligible, the application is approved and the HRSA Citizenship Central Unit will request the missing verification.

A pregnant woman mails in her application for medical. She has included all her recent wage stubs and is otherwise eligible. She has not provided any Tier 1 – Tier 4 verification of citizenship or completed the Citizenship Declaration form. The application is approved and the missing verification will be requested by the Citizenship Central Unit.

Citizenship Central Unit:

Effective July 17, 2006, HRSA has established a new Citizenship Central Unit (CCU) to help Community Services Office (CSO) staff obtain citizenship documentation that is not readily available. Staff with questions regarding specific cases can contact the unit by calling the Medical Assistance Customer Service Center number (1-800-562-3022 and press option 5). Automated referrals to the CCU are done when CSO staff use the 'AF' (Declaration, Federal Verification Pending) code in the citizenship verification field on the ACES DEM2 screen for clients who claim to be US citizens but do not have documents which would meet T1-T4 criteria. Home and Community Services (HCS) may send completed Declaration forms to Mail Stop 45534, attention Citizenship Central Unit or may fax them to (360) 664-0910.

The CCU will use reports based on the 'AF' valid value code to pull and track applications approved after July 1, 2006. In addition, the Document Management System (DMS) has established a new document type "CIA" for the DSHS 13-789, *Citizenship Documentation and Identity Declaration form,* which will automatically be indexed to the CCU. There is no requirement for CSO staff to forward documents to the new unit.

Example:

A mother applies for Family Medical (F04) for herself and her two children; age 10 and 12. The family is otherwise eligible and the CSO worker searches for available documentation in DMS and finds the mother had previously provided her own certified birth certificate and hospital birth certificates for the two children. The DEM2 screen of the mother is coded 'C' (citizen) with a Valid Value of T2. The children are coded as 'C' but none of the documents sufficient for T1 – T4 Valid Value codes exist in the electronic case record. The mother completes the *Citizenship Documentation and Identity Declaration form.* Using the Valid Value of 'AF' for each child will enable the CCU to assign this case and follow up for federally acceptable birth verification for the children.

New ACES valid value for failure to provide citizenship verification:

Effective July 15, 2006, ACES promoted a new valid value code 'FR' (failed to return declaration) to be used in the citizenship verification field on the DEM2 screen. This new 'FR' code is to be used only when a client fails to provide verification of citizenship or the *Citizenship Documentation and Identity Declaration form* (13-789), and this is the **ONLY** missing mandatory verification. ACES will auto deny an application with a new denial reason code 120 "Failure to provide Proof of Citizenship" when the 'FR' code is entered on a client's DEM2 screen.

CSO and HCS staff should only use the 'FR' code to deny medical assistance for applicants. The 'FR' code will not deny medical coverage to TANF applicants who fail to verify citizenship. The 'FR' code should not be used on clients who are otherwise exempt from the citizenship verification requirements, such as newborns receiving coverage under the F05 program or Medicare clients. (ACES is not programmed to differentiate between an exempt and a non-exempt client and could incorrectly terminate medical coverage for an exempt client if the 'FR' code is used in error.)

If you have any questions regarding any of the updates above, please contact your HRSA representative.

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